



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: AQES-10-2016

(X) DIVISION/PROGRAM	(X) DEPARTMENT	(X) STATEWIDE
TITLE: REGULATORY OFFICER 4		SALARY: (P26) \$64,677.09-\$92,011.89
OPENING DATE: August 29, 2016		CLOSING DATE: September 26, 2016
EXISTING VACANCIES: One (1)		WORKWEEK: NL
PROGRAM/LOCATION:	DEPARTMENT OF ENVIRONMENTAL PROTECTION Air Quality, Energy and Sustainability Division of Air Quality Air Quality Regulation and Planning Element 401 E. State Street, 2 nd Floor, Trenton, NJ	

DESCRIPTION: Under supervision of a supervisory official or other designated official in a state department, institution, or agency, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required.

SPECIFIC TO THE POSITION: This position will provide rule development guidance to rule managers in the Air Quality Regulation & Planning element, including setting and maintaining a schedule, transforming the rule outline into a proposal, reviewing rule proposal and adoption for legal validity; maintaining a list of air program rulemakings and tracking their progress; and coordinating with Office of Legal Affairs during the rulemaking process to make sure the draft documents meet OLA’s standards. Additionally, this position will be responsible for identifying rule proposal/adoptions and revisions of federal/state implementation plans by EPA and other states. This would involve online searches for these documents, reviewing the summary, disseminating the information to the appropriate experts in the Bureaus, and providing legal interpretation of the actions.

REQUIREMENTS:

Education: Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

Experience: One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

License: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any State in the United States.

Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

SCOPE OF ELIGIBILITY: Open to candidates who meet the above requirements.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Jaclyn Davies
Office of the Assistant Commissioner
Air Quality, Energy & Sustainability Program
PO Box 420; Mail Code 401-02G
Trenton, NJ 08625-0420
E-mail Address: AQES.resumes@dep.nj.gov
Fax Number (609) 777-1330

POSTING AUTHORIZED BY: Lori Worth, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer